

SECRETARY I

NATURE OF WORK

Under direct supervision, performs a variety secretarial work of average difficulty.

TYPICAL DUTIES

Types letters, memoranda, and reports from rough drafts and other sources; arranges meetings and conferences, making necessary reservations; attends the public at a counter or as a receptionist; interviews, screens, and refers callers; answers inquiries, providing information on departmental services and functions; may perform payroll, bookkeeping, and purchasing duties related to office of assignment; sorts and distributes incoming mail, addresses and forwards outgoing mail; takes minutes of meetings; maintains files and records; performs other duties as required.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of modern office practices, procedures, and equipment; knowledge of business English, spelling, math, punctuation, and grammar; knowledge of department operations and organization or the ability to acquire such knowledge in a short period of time; ability to type and proofread routine correspondence; ability to follow directions and established procedures; ability to maintain effective working relationships with other employees and the general public; ability to deal with public relations problems courteously and tactfully; ability to type at 45 wpm.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. and one year of secretarial experience. Postsecondary education related to the development of secretarial skills may be substituted for the required experience.

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